SmartStream Coordination Meeting Minutes
January 5, 2011

Attendance: Sophia Bedard, Kathy Blank, Beth Buckheit, Wayne Duncan, Cindy Farling, Kathy Hoffman, Randy Keller, Mel Lambert, Cathy McClintock, Lori Smith, Karen Toms

1.   Workflow for C&SS Approval of Hardware & Software and Workflow for New Dollar Limits for Distributive Purchase Request Entry

- Sophia put the workflow changes into production on October 11, 2010;
- C&SS staff is approving and rejecting purchase requests now in SmartStream;
- Workflow for the new dollar limits is working in the labs.

2.   SmartStream Reporting Issues with Access 2007

- Sophia reported that SmartStream reporting issues experienced with Access when upgrading to Office 2007 have not been resolved yet but most users are happy staying with Access 2003;
- Following discussion, Randy Keller and Sophia agreed that C&SS will pursue the issues with Office 2010, instead of 2007, since most users are upgrading from 2003 to 2010 and skipping the 2007 upgrade.

3.   CANS Reporting

- Sophia reported that the outstanding requests were cleared up;
- Randy Keller and Kathy Hoffman will keep Sophia posted as more severable & non-severable centers will be used in the next few months and are reported.

4.   PCard

- Moved from the old server to the new server on 12/28/2010 and the few problems that occurred were taken care of;
- Administrative people running larger reports are only getting half the data back but totals are correct. DMS is testing possible reasons for this error and Purchasing has contacted Greg Silva for insight;
- Support is no longer available for the system, however, Greg Silva the original programmer, answers questions but American Express decided not to support any more advancement of the software in 2007.

5.   SAIC Logo

- The old SAIC-Frederick logo is now on all purchase orders but will be replaced with the new one soon;
- Kathy Hoffman will check to see if the logo needs to be changed on checks.

6. 1099 YES Program: Sophia will meet with Debbie Boyer to export data from SmartStream and load into the YES program.

7. Upgrade SmartStream & Test Region

- DMS will put the test region back to 7.0.02 since SAIC is not planning to move forward to 7.0.03 SmartStream;
- Infor moved 7.0.02 to Stage 3 support;
- NCI has given approval to begin looking at other ERP systems; committees for the new RFP will be commence soon;
- The new system will need to be implemented by 12/31/2013 or funding will be lost.

8. PEL

- Karen McNitt's group is working on the part that matches the warehouse orders with the center numbers;
- C&SS will let Randy know when Karen's group is ready to interface blanket orders with SmartStream.

9. Changing Center Number Fields to Alphanumeric: The whole field for the center number will be changed to alphanumeric and all data entry checks removed.

10. Month-end

- Per request from Debbie Green, the month-end reporting table was changed to create on Tuesday mornings after month-end;
- Randy will check with Debbie to determine if necessary to switch back to Wednesdays.

11. Doc Attachment Issues

- Problems incurred by Stacey Karnes occurred because of the IP mapping of the N drive;
- Attachments are source documents that need to accessible forever.

12. Miscellaneous

- Matching Exceptions:
  o Buyers are not responding to the matching exception emails sent out every Monday morning;
  o Sophia will look into options available for sorting the matching exceptions by buyer;
- SAIC-Frederick and Sophia agreed on the following prioritization of issues to be resolved by C&SS:
  1) Center number change;
  2) YES Program;
  3) Purchasing requests;
  4) Test region.

- As a result of issues with Access 2007 & 2010, Sophia will check to see how many users are currently using Citrix and determine whether more users can be added to Citrix rather than installing the actual SmartStream client.

The next meeting will be held Wednesday, April 6, 2011, at 9 AM in the Building 362 Conference Room.